

The following instructions serve as a guide on how to submit electronic Foreclosure Registry Applications through the Department of Permitting, Environment and Regulatory Affairs web site.

1. Click on the Foreclosure Registry Link, which is: <http://bldgappl.miamidade.gov/foreclosureregistry>
2. On the left hand side of the screen, please enter the address as well as the recorded book and page of the Lis Pendens and click on the "Submit" button. This information will be validated and will display a **RED** error message on the bottom of the page if either the address or the book and page are invalid.

Foreclosure Registry - Windows Internet Explorer provided by Miami-Dade County

http://bldgappl.miamidade.gov/foreclosureregistry/MainPage.aspx

Live Search

Foreclosure Registry

MIAMI-DADE COUNTY
**PERMITTING, ENVIRONMENT
AND REGULATORY AFFAIRS**

Welcome to the Department of Permitting, Environment and Regulatory Affairs Foreclosure Registry

Foreclosure Registration	Overview
<p>Please enter address of the property being registered</p> <p>House # *</p> <p>Direction *</p> <p>Street Name *</p> <p>Street type * Unit</p> <p>City State</p> <p>Zip Code *</p>	<p>Due to the pressing situation with the economy, many of our neighborhoods have been affected by unsightly abandoned/vacant homes which are undergoing foreclosure. In order to minimize the negative impact on our neighborhoods, the Board of County Commissioners approved, on December 2, 2008, Ordinance 08-134, which requires that once a Lis Pendens is filed on a residential property, this be registered with the Department of Permitting, Environment and Regulatory Affairs through a "Registry". A citation of \$500 will be issued to entities failing to register the property within 30 days of the filing of the Lis Pendens. The Implementing Orders which established the fee (\$125) and the process to be followed for implementation of the Ordinance were approved by the Board of County Commissioners at its June 30, 2009 meeting. The implementation of this ordinance will commence on July 10, 2009. In anticipation of the implementation of this Ordinance, the Department of Permitting, Environment and Regulatory Affairs conducted two workshops to discuss the proposed process with the industry (banks, lenders, realtors, contractors, etc.). The workshops were held on May 4, and May 28, 2009, at 2:00 pm, at the Jorge Mas Canosa Center located at 250 SW 114 Avenue.</p> <p>Ordinance 08-134 applies only to residential properties in unincorporated Miami-Dade County. The Registry is renewable on its registration anniversary and changes on the ownership of the property are to be reported immediately.</p> <p>After Registration</p> <p>Once the Registry is filed with the Department of Permitting, Environment and Regulatory Affairs, the department will conduct an inspection to ensure that the yard is being maintained to County code standards, that the dwelling is secured at all windows and doors, and that the pool barrier complies with the Zoning Code. The inspection will cover the following:</p>

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If the address is found to be invalid, you will have the opportunity to enter the folio of the property that is being foreclosed. When all information is filled in, please click on the submit button. A “reset” button is also available in case that you need to clear out the information that has been entered. When the address and book and page are validated you will be taken to the “Register” page

Registry for Residential Property Subject to Foreclosure (Ordinance 08-134)

Please fill out the information requested below and press the Submit button. Renewable every year within the 30 days of the anniversary of registration.

Address of the Property to be registered

Address:

City: State: Zip:

Folio Number: - - -

Lis Pendens Recordation Information

Book:

Page:

Lender / Lien Holder: *

Lender Contact Name *

Lender Mailing Address *

City * State * Zip *

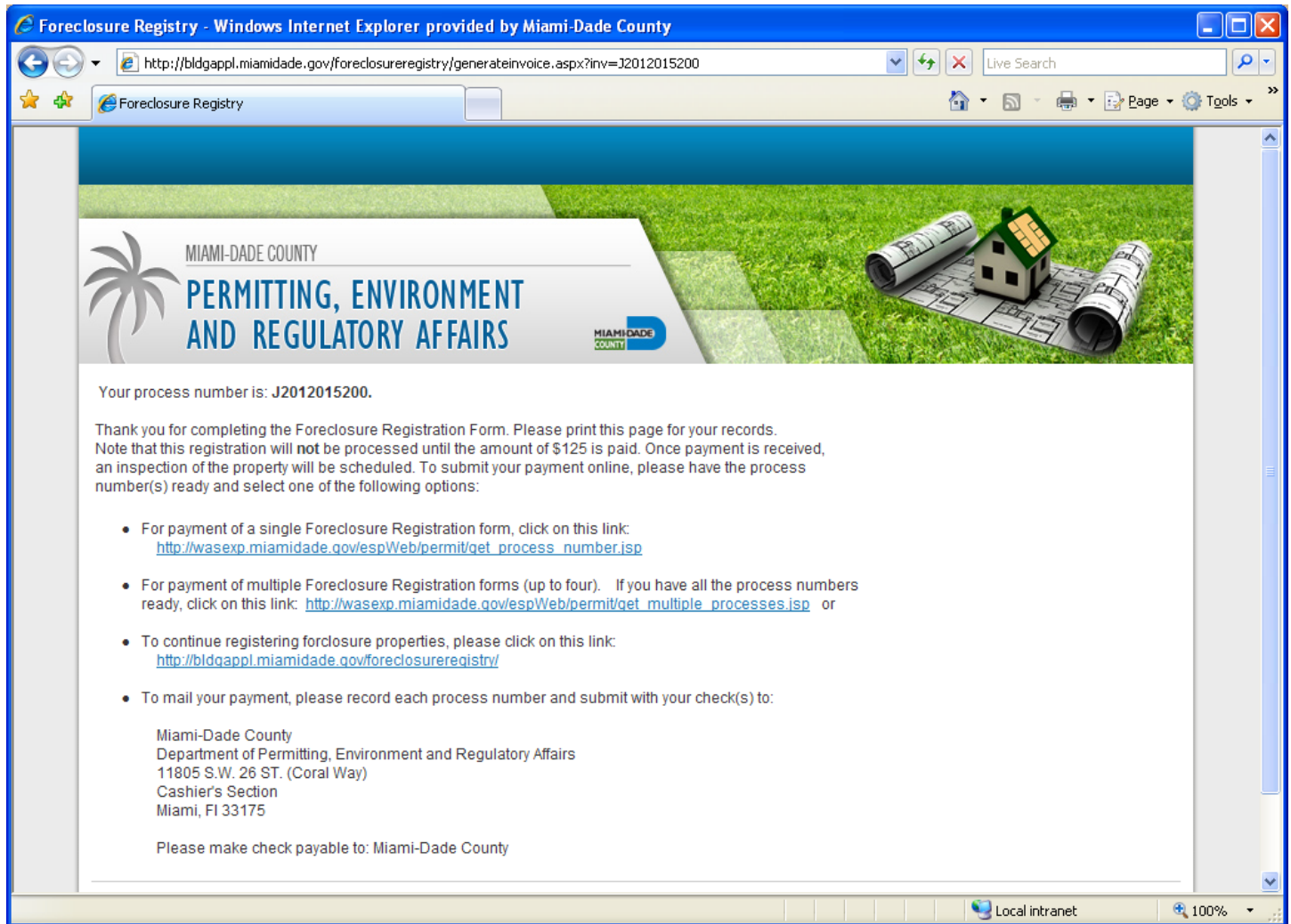
Property Management Information ☐ Check here if no Property Management Information is available

Property Manager / Operator *

Contact Name *

On the Register page, the address, folio number, and book/page will automatically be populated on the screen. Please enter the remaining information including the Lis Pendens Recordation Information, the Property Management Information (if there is no Property Management information, please place a check mark on the check box located on top of the Property Management section) and the Registration information. Please be advised that all the information requested on this page is required. If any information is not filled in, you will see an error message in **RED**. When all the information is entered, click on the submit button.

When the Registration is submitted you will be taken to a screen which will provide you with a unique process number (beginning with a J). Please print this page for your records and click on one of the links provided in order to pay the fee of \$125.



Foreclosure Registry - Windows Internet Explorer provided by Miami-Dade County

http://bldgappl.miamidade.gov/foreclosureregistry/generateinvoice.aspx?inv=J2012015200

Live Search

Foreclosure Registry

MIAMI-DADE COUNTY
PERMITTING, ENVIRONMENT
AND REGULATORY AFFAIRS

MIAMI-DADE COUNTY

Your process number is: J2012015200.

Thank you for completing the Foreclosure Registration Form. Please print this page for your records.
Note that this registration will **not** be processed until the amount of \$125 is paid. Once payment is received, an inspection of the property will be scheduled. To submit your payment online, please have the process number(s) ready and select one of the following options:

- For payment of a single Foreclosure Registration form, click on this link:
http://wasexp.miamidade.gov/espWeb/permit/get_process_number.jsp
- For payment of multiple Foreclosure Registration forms (up to four). If you have all the process numbers ready, click on this link: http://wasexp.miamidade.gov/espWeb/permit/get_multiple_processes.jsp or
- To continue registering forclosure properties, please click on this link:
<http://bldgappl.miamidade.gov/foreclosureregistry/>
- To mail your payment, please record each process number and submit with your check(s) to:

Miami-Dade County
Department of Permitting, Environment and Regulatory Affairs
11805 S.W. 26 ST. (Coral Way)
Cashier's Section
Miami, FL 33175

Please make check payable to: Miami-Dade County

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If you are paying for a single foreclosure registry application, please click the first link which will takes you to Miami-Dade County's Online Permit Application – Pay Fees Due page. Please enter the process number (J number) that was provided on the previous page in the Process Number box.

The screenshot shows a web browser window titled "Miami-Dade County - Windows Internet Explorer provided by Miami-Dade County". The address bar displays the URL: http://wasexp.miamidade.gov/espWeb/permit/get_process_number.jsp. The page header includes the "E-Permitting" logo and the "miamidade.gov" domain. The main content area is titled "Online Permit Application Pay Fees Due". Below the title, there is a link: "If you would like to make a payment for multiple permit applications, click on [this link](#)". The form contains two input fields: "Select a Payment Option:" with a dropdown menu showing "credit card", and "Process Number:" with a text box. A "Submit" button is located below these fields. A red arrow points to the "credit card" dropdown menu. The footer includes a navigation bar with links: Home, Online Services, Announcements, Permits, Fees, Building Forms, Performance Statistics, Important Ordinances, Brochures, Other Links, and Contact Us. It also includes a link for "Plans Tracking" and "Today's Routes & Results". A note at the bottom states: "E-mail your comments, questions and suggestions to [Webmaster](#). This page was last edited on: April 27, 2005".

The link to this page is:

http://wasexp.miamidade.gov/espWeb/permit/get_process_number.jsp

You can pay multiple Foreclosure Applications up to a limit of 4. You must have all of the Process numbers (up to a limit of 4) available to enter on this page. Please enter all the process numbers as well as the payment option and click on the submit button.

The screenshot shows a web browser window titled "Miami-Dade County - Windows Internet Explorer provided by Miami-Dade County". The address bar shows the URL http://wasexp.miamidade.gov/espWeb/permit/get_multiple_processes.jsp. The page header includes "E-Permitting" and "miamidade.gov". The main content area is titled "Online Permit Application Pay Multiple Processes". It features a "Select Payment Option:" dropdown menu with "credit card" selected. Below this is a "Process Number:" label followed by four empty input fields. A "Submit" button is located at the bottom of the form. A red arrow points from the text above to the first input field for the process number. The footer contains navigation links such as "Home", "Online Services", "Announcements", "Permits", "Fees", "Building Forms", "Performance Statistics", "Important Ordinances", "Brochures", "Other Links", and "Contact Us". It also includes a link to "Plans Tracking" and "Today's Routes & Results". A note at the bottom states "E-mail your comments, questions and suggestions to Webmaster" and "This page was last edited on: April 27, 2005".

The link to pay multiple process numbers is:

http://wasexp.miamidade.gov/espWeb/permit/get_multiple_processes.jsp

The third link on the page will allow you to register another Foreclosure application by taking you back to the first page. If you need to register another Foreclosure Application, please click on the third link which is:

<http://bldgappl.miamidade.gov/foreclosureregistry/>

Once payment is received, the system will automatically schedule an inspection of the property to ensure that the yard is being maintained to County code standards and that the dwelling is secured.

The system also allows you the capability to search for Foreclosure Applications that have been filed in the past by clicking on the Foreclosure Registry Search link that is located on the bottom left side of the main screen.

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http://bldgappl.miamidade.gov/foreclosureregistry/MainPage.aspx

Live Search

Foreclosure Registry

MIAMI-DADE COUNTY
PERMITTING, ENVIRONMENT
AND REGULATORY AFFAIRS

WELCOME TO THE DEPARTMENT OF PERMITTING, ENVIRONMENT AND REGULATORY AFFAIRS FORECLOSURE REGISTRY

Foreclosure Registration | Overview

Please enter address of the property being registered

House # *

Direction *

Street Name *

Street type * Unit

City State
Miami FL

Zip Code *

Please enter the Recorded Book and Page number of the Lis Pendens of the property being registered

Recording Book number *

Recording Page number *

Not sure if you registered already? Try our [Foreclosure Registry Search](#)

Due to the pressing situation with the economy, many of our neighborhoods have been affected by unsightly abandoned/vacant homes which are undergoing foreclosure. In order to minimize the negative impact on our neighborhoods, the Board of County Commissioners approved, on December 2, 2008, Ordinance 08-134, which requires that once a Lis Pendens is filed on a residential property, this be registered with the Department of Permitting, Environment and Regulatory Affairs through a "Registry". A citation of \$500 will be issued to entities failing to register the property within 30 days of the filing of the Lis Pendens. The Implementing Orders which established the fee (\$125) and the process to be followed for implementation of the Ordinance were approved by the Board of County Commissioners at its June 30, 2009 meeting. The implementation of this ordinance will commence on July 10, 2009. In anticipation of the implementation of this Ordinance, the Department of Permitting, Environment and Regulatory Affairs conducted two workshops to discuss the proposed process with the industry (banks, lenders, realtors, contractors, etc.) The workshops were held on May 4, and May 28, 2009, at 2:00 pm, at the Jorge Mas Canosa Center located at 250 SW 114 Avenue.

Ordinance 08-134 applies only to residential properties in unincorporated Miami-Dade County. The Registry is renewable on its registration anniversary and changes on the ownership of the property are to be reported immediately.

After Registration
Once the Registry is filed with the Department of Permitting, Environment and Regulatory Affairs, the department will conduct an inspection to ensure that the yard is being maintained to County code standards, that the dwelling is secured at all windows and doors, and that the pool barrier complies with the Zoning Code. The inspection will cover the following:

- Structural condition of the property
- Verify whether the windows and doors are secured or boarded up
- Verify that the pool has a barrier that meets the Zoning Code standards
- Check for junk, trash, abandoned property or solid waste in the property
- Maintenance of the lawn/yard - grass, weeds, or non-native undergrowth is not to exceed 12 inches from the ground over 10% of the area
- Maintenance of the swale area.

Please be advised that any Lis Pendens recorded prior to July 10, 2009 DOES NOT need to register with the Department of Permitting, Environment and Regulatory Affairs.

Please verify the book and page of the Lis Pendens document by visiting the County Recorder's Official Record Search Web Site http://www.miami-dadeclerk.com/courts_recorder.asp

For additional information, please call (786)315-2552

[Foreclosure Registry Tutorial](#)

When this link is clicked, the system will take you to the Search screen which looks like this:

Foreclosure Registry - Windows Internet Explorer provided by Miami-Dade County

http://bldgappl.miamidade.gov/foreclosureregistry/Search.aspx

Foreclosure Registry

MIAMI-DADE COUNTY
PERMITTING, ENVIRONMENT
AND REGULATORY AFFAIRS

MIAMI-DADE COUNTY

Department of Permitting, Environment and Regulatory Affairs Foreclosure Registry Search

Please search for a Registration Application by using only one of the 4 search criteria's below.
Note: The property to be searched must reside in Unincorporated Miami-Dade County only
Search results only contain Foreclosure Registry Applications that occurred after 9/13/2010.

1) House number Direction: Street Name: Street type: Unit:

2) Folio number (no dashes):

3) Invoice Number:

4) Lis Pendens Book : Page:

Find Registry Case Reset

[Click here to register a foreclosure](#)

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You may search by address, folio number, invoice number or Lis Pendens Book and Page. **Please only enter one of these search criteria.** When the search criteria is entered, click on “Find Registry Case” button.

If the system finds the Foreclosure Registry, it will be displayed on the bottom of the screen. You may click on the J number (located on the first column) in order to see the PDF file which contains all the information pertaining to the given Foreclosure Registry Application, including the case number of the inspection that was assigned to it.

This concludes the process that is required to electronically submit a Foreclosure Registry Application. The Miami Dade Department of Permitting, Environment and Regulatory Affairs Computer Services section can be contacted in case of any technical problems at (786)315-2345.